



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR LEGAL ANALYST

\$4,711.00 - \$5,900

**GOVERNMENT LAW BUREAU
SACRAMENTO**

Please be advised that this job opportunity is limited to current CDI employees only.

RESPONSIBILITIES:

Under the direction of an attorney, the Senior Legal Analyst performs paralegal duties which are generally the most difficult, complex and analytical in nature. The Senior Legal Analyst serves as the Department's Custodian of Records, assists with the handling of Public Records Act requests, subpoenas and service of process and tracks their progress to ensure timely completion; performs more difficult legal analysis and makes recommendations to attorneys regarding assertions of privilege for requests, subpoenas, qui tams and service of process matters; performs legal research, prepares legislative histories, drafts legal briefs, exhibit books, memoranda and responses to public inquiries, prepares privilege logs, reviews files; serves in a lead capacity over other paralegals, prepares paralegal training material and trains other paralegals.

DESIRABLE QUALIFICATIONS:

- Familiarity with the California Public Records Act;
- Extensive working knowledge of insurance practices and the Insurance Code;
- Familiarity with the organizational structure of the Department of Insurance, including an understanding of the program functions for the agency's divisions, branches and bureaus;
- Knowledge of a custodian of records' responsibilities;
- Ability to work independently;
- Knowledge of legal reference materials;
- Strong analytical and inter-personal skills;
- Particular ability to lead a team and play a strong supporting role as part of a team;
- Excellent written and verbal communication skills;
- A demonstrated ability to effectively organize and timely process a large caseload;
- Comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods;
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY:

Applications will be accepted from current CDI employees within transfer range, or individuals who have list eligibility for the Senior Legal Analyst classification. Training and Development Assignment may be considered. All applications will be reviewed; however, only the most qualified candidates will

09/18/14MF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Senior Legal Analyst 413-130-5333-XXX” ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Maria Fuentes at (916) 492-3309.

FINAL FILING DATE: Tuesday, September 30, 2014 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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